



Maryland Judiciary

Job Announcement

mdcourts.gov/jobs

Opening Date:	July 6, 2015	Closing Date:	July 20, 2015
Job Title:	Recordation Clerk I Land Records	Position Type:	Regular Full-time
PIN:	N16160, 059729	FLSA Status:	Non-Exempt
Location:	Circuit Court for Talbot County, Easton, Maryland	Grade/Salary	J5 \$28,973 - \$34,289
		Financial Disclosure:	No

Essential Functions: Assists the public, attorneys and title searchers on a daily basis with questions, locating documents and Clerk's Office procedures both at the counter and on the telephone. Responsible for utilizing a computerized cash register and balancing a cash drawer at the end of each day. Reviews documents presented for recording in Land Records, calculates and collects transfer taxes and fees and validates the documents through the cash register. Responsible for the numbering, scanning and for computerized indexing of the documents recorded. Processes and issues Business licenses, Marriage Licenses, Notary Commissions and other related Commissions. Responsible for the filing of Military Discharges as well as City, County, State, Federal and District Court Tax liens. Assists with the handling of all outgoing mail for the entire office to include taking mail to the mailbox as well as Fedex/UPS pick up areas. Performs other related duties as assigned.

Education: High School Diploma or GED.

Experience: Two years of general clerical experience; OR One year of clerical experience that included the requirement for examining, reviewing, recording, indexing and verifying documents.

Preferred: Prior cashiering experience desired. At least one year of experience in document recordation and examination for purposes that involved the requirement to interpret laws, rules and regulations, be familiar with court or legal terminology and provide customer service.

Skills/Abilities: Ability to communicate with staff in a professional manner; Ability to serve the public efficiently, patiently and courteously; Ability to interpret and apply specific job related policies, procedures and Maryland Rules; Ability to learn and use specific job related software applications; Ability to index and verify documents; Ability to use general office equipment to include computer, calculator, scanner, copier, and postal equipment; Ability to use computerized cash register; Ability to use independent judgment in deciphering documents and recording information. Ability to perform basic arithmetic; Ability to multi-task and prioritize work assignments; Ability to operate a personal computer and type 35 wpm net. Ability to perform all essential function of this position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted). The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Mary Ann Shortall, Clerk of Court
Circuit Court for Talbot County
11 N. Washington Street, Suite 16
Easton, MD 21601

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need

an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.